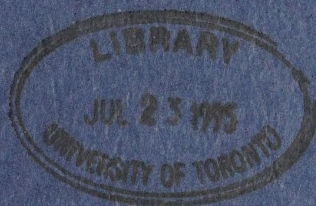


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Minister
Ministre

Ministry of
Culture, Tourism
and Recreation

Ministère de la
Culture, du Tourisme
et des Loisirs

6th Floor
77 Bloor Street West
Toronto, Ontario
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Tel: 416-325-6200
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77 rue Bloor ouest
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Dear friends,

Following the release of the Ontario budget, I am pleased to confirm that we are maintaining funding for my Ministry's Cultural Projects Grants program. We are now accepting applications and I am sending you the attached information outlining details of program.

This year, after consulting with our partners in the arts and heritage community, we have streamlined our program and made it easier for clients to access funding. We have also made it more accessible and responsive to your needs.

As a result, we have standardized funding criteria and application deadlines. We have also consolidated 17 funding categories into three broad areas: training and leadership development; organizational development; and outreach and participation.


We are committed to broadening access to this important funding to new client groups that do not traditionally receive support for arts and heritage projects. Our outreach efforts will seek to build partnerships within and beyond the cultural community, to promote cultural activities within special communities and to develop new audiences.

To ensure our program meets the needs of communities, we are establishing Community Advisory Panels in each region of the province. We will soon announce the members of these committees and ask them to help formulate regional priorities to advise us on the kind of projects we should support in each region.

I ask you to read the enclosed information carefully to determine if your organization is eligible for funding, and if so, how to apply for assistance.

Sincerely,

Anne Swarbrick,
Minister



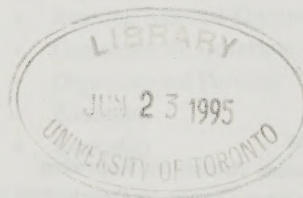
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CULTURAL PROJECT GRANTS PROGRAM

A cultural funding program for arts and heritage projects



**MINISTRY OF CULTURE, TOURISM AND RECREATION'S
STRATEGIC DIRECTION:**

*"Preserving and strengthening culture, recreation and tourism
benefits and infrastructure in our communities."*

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CULTURAL PROJECT GRANTS PROGRAM

*Strengthening the cultural sector and expanding
public access to arts and heritage*

≡ Ensuring a Vital Arts and Heritage Sector

A thriving arts and heritage sector is critical to the vitality of communities throughout Ontario. As the Ministry of Culture, Tourism and Recreation, we are committed to ensuring the health of Ontario's cultural organizations.

The ministry's Cultural Project Grants Program provides organizations with funding to develop arts and heritage projects that strengthen the cultural sector and offer wide public access to these projects. The program helps to build a diverse cultural workforce in Ontario communities and encourages partnerships within and beyond the cultural community.

≡ Streamlining the 1994-95 Program

This year, the Cultural Project Grants Program has been streamlined. The program's previous 17 grant categories, listed here:

Arts Categories

- Arts Management Training
- Management/Admin. Training
- Community Arts Events
- Art Acquisitions
- Resource Material/Equipment
- Organizational Development
- Organizational Planning
- Class Connections

Heritage Categories

- Skills Training
- Internship Training
- Events/Festivals
- Acquisition for Collections
- Resource Material/Equipment
- Organizational Development
- Organizational Planning
- Education
- Internship

... have been revised to form these three broad funding areas:

- **Training and Leadership Development**
- **Organizational Development**
- **Outreach and Participation.**

And five previous funding formulas have been consolidated into one simple one.

≡ Broader Access to Grants

We also expanded access to the 1994-95 program to include other groups who normally do not receive support for arts and heritage projects, such as community or worker organizations. We also no longer require that an organization be in existence for three years in order to be eligible for funding.

HOW THE PROGRAM WORKS

≡ Program Principles

The Cultural Project Grants Program is guided by three main principles:

1. Grants cover only *non-operating costs*.
2. Grants support projects on a *cost-sharing* basis.
3. Grants must cover projects that *benefit the public*, either directly or indirectly.

≡ Funding Formula

- Projects are funded under one formula: grants cover up to 50 per cent of the eligible costs to a maximum of \$15,000.
- Matching funds must come from sources other than the Government of Ontario.
- The ministry's contribution will never exceed the actual cash expenditure of the project, even though donated labour and materials may be included in the total eligible project cost.

≡ Setting Local Priorities

Each year, program priorities will be established for each region through community consultation. Communities will now actively participate in shaping ministry funding priorities through a new feature of the program — Community Advisory Panels.

Community Advisory Panels

These local committees will be formed in regions throughout the province to identify their community's cultural priorities each year. They will work with ministry staff and local organizations to develop overall program priorities that reflect the varied needs of different regions. These panels will not, however, assess grant applications.

≡ Three Main Funding Areas

The program funds projects that fall under the following three categories:

- **Training and Leadership Development** — covers initiatives that strengthen cultural communities and stimulate economic growth by improving the administrative, managerial and technical skills of cultural workers. Projects might include appropriate workshops, seminars, conferences, and training and leadership programs.
- **Organizational Development** — covers initiatives that improve the administrative effectiveness and marketing and programming capabilities of cultural organizations. Projects might include evaluation studies, business plans, hiring of facilitators, portable equipment, computer equipment, and new location start-up costs.

-
- **Outreach and Participation** — covers initiatives that build partnerships within and beyond the cultural community, promote cultural activities within government-targeted communities and develop new audiences. Projects might include special events, performances, festivals, pow-wows, exhibits, travel among cultural communities, resource material and educational initiatives. Priority is given to projects that target groups not traditionally involved in cultural activities.

≡ Requirements of Grant Recipients

1. The ministry requires grant recipients to acknowledge the assistance of the people of Ontario through the Ministry of Culture, Tourism and Recreation in their project.
2. Once a project has been approved, recipients must obtain written approval from the ministry for any revisions to the project, for any reason.
3. Recipients must submit a project report to the ministry within three months of completing the project.

An interim report is required for projects under the *Training and Leadership Development* category that extend beyond six months.

≡ How Grants Are Paid

All successful applicants will receive 100 per cent of their grant upon approval. The only exception applies to Management Training Internship projects, which will be paid in two instalments — 50 per cent of the grant upon approval and 50 per cent upon submission and satisfactory review of the interim report.

≡ Timing of Payments

For 1994-95, grant application deadlines have been extended from previous years. Grant cheques will be awarded to successful applicants as usual twice a year.

HOW TO QUALIFY FOR GRANTS

≡ Who Can Apply

Any non-profit, Ontario-based cultural organization or other non-profit organization undertaking cultural initiatives is eligible. This includes municipalities, women's groups, labour organizations, band councils and local service boards. However, organizations must have been in existence for at least one year.

≡ Eligible Projects

The program considers support to projects that fit the criteria of any of its three main categories: Training and Leadership Development, Organizational Development and Outreach and Participation.

**Meeting all of the program's requirements does not guarantee funding.
Grants are dependent on the availability of funds.**

≡ Projects Not Eligible for Funding

- Hiring interns to replace existing staff
- Credit courses from a college or university program
- Marketing initiatives geared towards specific events
- Equipment that forms part of the structure of a building, such as built-in shelving or washroom fixtures
- Costumes and uniforms
- Annual events
- Direct fundraising events, such as benefit events
- Ongoing operating costs

**Any expenditures made before receiving written ministry acknowledgement
of a complete grant application will be ineligible.**

THE APPLICATION PROCESS

≡ Talk to Your Ministry Consultant

Contact a Culture Consultant for more details of the program. Working with a ministry consultant during the planning stage of the project gives organizers the opportunity to build program requirements and priorities into their project.

≡ Application Deadlines

There are two application deadlines each year. For 1994-95 grants, the deadlines are:

- **June 30, 1994:** Approved projects will be announced by September 30, 1994.
- **October 31, 1994:** Approved projects will be announced by January 30, 1995.

**If you applied under the previous program,
your application will be assessed with the current applications.**

≡ How Often Can You Apply?

Organizations may apply as often as they like, but grants are awarded only once a year, per category, for any one organization. Successful applicants under the Organizational Development category, however, may not re-apply for portable equipment funding within two years of their grant.

≡ Where to Apply

Grant applications for projects with a provincial scope are processed at the ministry's head office: **Cultural Programs Branch, Culture Division, Ministry of Culture, Tourism and Recreation, 77 Bloor St. West, 2nd Floor, Toronto, Ontario M7A 2R9, Tel. (416) 314-7080, Fax (416) 314-7091.**

Grant applications for local community projects are handled through the ministry's regional offices. Check the listing on the next page for the office nearest you. Feel free to call us collect to discuss project applications.

MINISTRY OF CULTURE, TOURISM AND RECREATION (MCTR)

REGIONAL SERVICES:

CENTRAL REGION

Toronto District Office
35 McCaul St., 4th Floor
Toronto, Ontario M5T 1V7
Tel. (416) 314-6644
Fax (416) 314-6700

Barrie District Office
34 Simcoe St., Suite 302
Barrie, Ontario L4N 6T4
Tel. (705) 737-3301
Toll Free 1-800-461-4499
Fax (705) 737-5030

Hamilton District Office
119 King St. West, 8th Floor
Hamilton, Ontario
Tel. (905) 521-7244
Fax (905) 521-7621

Huntsville District Office
42 King William St.
Huntsville, Ontario P0A 1K0
Tel. (705) 789-4448
Fax (705) 789-9533

St. Catharines District Office
15 Church St., Suite 404
St. Catharines, Ontario L2R 3B5
Tel. (905) 684-2345
Fax (905) 684-9855

WESTERN REGION

Kitchener District Office
30 Duke St. West, Suite 405
Kitchener, Ontario N2H 3W5
Tel. (519) 578-8200 (Culture)
(519) 578-3600 (T & R)
Toll Free 1-800-265-2189 (Culture)
1-800-265-6361 (T & R)
Fax (519) 578-1632

Hanover District Office
399-18th Avenue
Hanover, Ontario N4N 3S5
Tel. (519) 364-1626
Toll Free 1-800-265-5520
Fax (519) 364-2500

London District Office
255 Dufferin Ave., Suite 601
London, Ontario N6A 5K6
Tel. (519) 679-7156
Toll Free 1-800-265-4730
Fax (519) 679-7077

Windsor District Office
250 Windsor Ave., Suite 635
Windsor, Ontario N9A 6V9
Tel. (519) 256-4919
Toll Free 1-800-265-1330
Fax (519) 973-1414

NORTHEAST REGION

Sudbury District Office
199 Larch St., 4th Floor
Sudbury, Ontario P3E 5P9
Tel. (705) 688-3035
Toll Free 1-800-461-4004
Fax (705) 688-3043

North Bay District Office
147 McIntyre St. West, 2nd Floor
North Bay, Ontario P1B 2Y5
Tel. (705) 474-3821
Toll Free 1-800-461-9563
Fax (705) 474-4946

Sault Ste. Marie District Office
499 Queen St., 2nd Floor
Sault Ste. Marie, Ontario
P6A 1Z9
Tel. (705) 942-3751
Toll Free 1-800-461-2409
Fax (705) 942-1817

Timmins District Office
22 Wilcox St., 2nd Floor
Timmins, Ontario P4N 3K6
Tel. (705) 267-7117
Fax (705) 360-2013

NORTHWEST REGION

Thunder Bay District Office
1265 East Arthur St., Suite 302
Thunder Bay, Ontario P7E 6E7
Tel. (807) 623-5592
Fax (807) 623-4412

Dryden District Office
Ontario Government Building
479 Government Rd.
P.O. Box 3000
Dryden, Ontario P6N 3B3
Tel. (807) 223-2271
Fax (807) 223-6942

Kenora District Office
344 Second St. South
Suite 201
Kenora, Ontario P9N 1G5
Tel. (807) 468-2450
Fax (807) 468-2457

EASTERN REGION

Ottawa District Office
10 Rideau St., Suite 400
Ottawa, Ontario K1N 9J1
Tel. (613) 787-4000
Fax (613) 787-4020

Belleville District Office
Bay View Mall
470 Dundas St. East
Belleville, Ontario K8N 1G1
Tel. (613) 968-3474
Toll Free 1-800-267-2873
Fax (613) 962-6809

Brockville District Office
2211 Parkedale Ave.
Brockville, Ontario K6V 6B2
Tel. (613) 342-5522
Fax (613) 342-34236

Kingston District Office
1055 Princess St., Suite 304
Kingston, Ontario K7L 5T3
Tel. (613) 545-4350
Fax (613) 545-0790

Peterborough District Office
380 Armour Rd., Suite 190
Peterborough, Ontario
K9H 7L7
Tel. (705) 748-3711
(705) 740-1590
Toll Free 1-800-461-7629
Fax (705) 748-4306



Application for Non Capital Culture, Tourism and Recreation Grants for Ontario Communities

Please print or type

Indicate Grant Category to which you are applying

- | | |
|---|--|
| <input type="checkbox"/> Participation Development | <input type="checkbox"/> Training & Leadership Development |
| <input type="checkbox"/> Leadership Development | <input type="checkbox"/> Outreach & Participation |
| <input type="checkbox"/> Organizational Effectiveness | <input type="checkbox"/> Organization Development |
| <input type="checkbox"/> Other (specify) ▶ _____ | |

Please discuss your project and application with your Ministry consultant at the earliest possible opportunity, prior to submission to ensure the program requirements and specifications are clearly understood. From time to time, due to the nature of program developments and changes additional information may be required.

Application Information (Complete all parts)

Applicant Organization

Payee		Contact Person	
Address		Position/Title	
City/Town	Postal Code	Tel. - Home ()	Bus. ()

Additional Applicant Information (Not applicable to municipalities or other statutory organizations)

Description of Applicant Organization

Date of formation	Date of incorporation	Are you a non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	Charitable Tax No.
-------------------	-----------------------	--	--------------------

Project Information

Title/Name	Start date	Completion date
Specific location of project/facility		
Brief project description		

Return to:

(Place Stamp Here)

Ministry use only

File no.	Applicant identifier			
<input type="text"/>	<input type="text"/>			
Grant type	Grant category	Common Object Code	Facility/Activity type	Priority group 1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Consult code 1	Consult code 2	Budget code		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Facility Information (for Capital only)

County	Municipality	Elect. Dist.	Facility identifier	Local code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If new applicant

County	Municipality	Elect. Dist.	Applicant type	Local code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\$ Total project

\$ Amount requested

\$ Recommended amount

Estimated payments

	M	Y
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>

\$ Amount

<input type="text"/>
<input type="text"/>
<input type="text"/>

[M D Y]

Date application received

Date application completed

Provide a detailed project description addressing the following: (Use extra pages if necessary.)

1. What do you plan to do? Describe your project.
2. What priority group(s)/ individuals will benefit from the project?
3. What are your objectives and how will you achieve them?
4. State how this project will enhance the activities of your organization.

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Groups Being Addressed

Groups Being Addressed

Full Time

Full Time

Development (Non-capital) Project Cost

If your project is approved, commitments for funding will be given according to the appropriate Grant funding formula and will be based on the estimated cost of the project as indicated below. Such commitments will be up to a maximum amount and cannot subsequently be increased, should project costs rise for any reason.

Identify how you have calculated the estimated project cost. Include written quotations or estimates where required. Exclude refundable taxes, interest and finance charges.

Detailed Project Budget

Detailed Project Budget				
Projects Costs	\$ Amount	Funding Sources	\$ Amount	V ✓ V
		Other government funding:		
		Federal		
		Provincial (other than MCTR)		
		Municipal		
		Applicant funding:		
		Corporate sponsorship		
		Registration fees		
		Other (donated labour, materials, etc. Please specify)		
		Fundraising/Cash		
Donated Labour		Donated Labour		
Donated Materials		Donated Materials		
		Anticipated MCTR grant		
Total Expenditures \$		Total Revenue \$		

NOTE: Refer to specific Program Criteria for clarification

Estimated Grant Calculations

Net estimated cost eligible for MCTR grant A \$ _____

Grant requested (50% of eligible costs) B \$ _____

Ministry use only

Total project cost/value	a	\$ _____
Less ineligible items	b	\$ _____
Balance (a minus b)	c	\$ _____
Less refundable taxes	d	\$ _____
Total eligible cost/value	e	\$ _____
Grant maximum	f	\$ _____
Grant recommended	g	\$ _____
Dollars levered (a minus g)	f	\$ _____

Terms and Conditions

By signing the application form for a non-capital grant you will be accepting the following terms and conditions:

1. Definitions

"Applicant" means the applicant organization which submitted this application to the Ministry.
"Canadian Content" means all Canadian labour, materials, transportation costs, duty, taxes and profits. It is the value of the supplier's net selling price minus the declared value of any imported goods or services.
"Ministry" and "Minister" mean the Ministry and Minister of Culture, Tourism and Recreation.
"Project" means the Project as described in the Minister's letter of approval, in any attachments to it and in any subsequent correspondence from the Ministry.
"Recipient" means the applicant organization that has submitted this application, has agreed to be bound by these terms and conditions and has been awarded a recreation grant by the Ontario Ministry of Culture, Tourism and Recreation.

2. Condition Precedent

It is a condition precedent to the receipt by the recipient of any grant money under this grant program that the Ministry is satisfied with the performance of the recipient under any previous or concurrent grant agreement with the Ministry or that the recipient is in compliance with the terms or conditions of any previous or concurrent grant agreement with the Ministry. This condition is inserted for the benefit of the Ministry and may be waived at its option. Upon fulfillment or waiver of the condition, the grant shall be in force and binding on the recipient and the Ministry.

3. Time

The terms and conditions in paragraphs 1 through 17 shall be in effect for 5 years from the date of the Minister's letter of approval unless stipulated otherwise in the Minister's letter of approval or in these terms and conditions.

4. Acknowledgement of Funding

The Recipient shall acknowledge the support of the project through the Ontario Ministry of Culture, Tourism and Recreation, in a format as directed by the Ministry, in all advertising, publicity, programs, signs, plaques relating to the Project for which funds are granted, and in any final study reports.

5. Purpose of Grant

Funds shall be used only for the purposes outlined in the Minister's letter of approval, any attachments to it and in any subsequent correspondence from the Ministry. Changes in the Project shall only be made with the prior written consent of the Ministry.

6. Unused Funds

Any unused portion of the grant remains the property of the Ministry, and if already paid to the recipient by the Ministry shall be deemed to be a debt owing to the Crown and shall be repaid to the Ministry immediately upon request.

7. Reports

The Recipient shall report to the Ministry within two months of completing the Project providing all data required by the Ministry. Upon the request of the Ministry the Recipient shall submit interim progress reports to the Ministry, and such other reports as may be available.

8. Grant Repayment

- The Recipient shall, at the request of the Ministry, repay to the Ministry the whole or any portion of the grant which amount is deemed to be a debt owing to the Crown, if the Recipient:
- a) ceases to operate or ceases to operate the Facilities;
 - b) ceases to operate as a non-profit organization;
 - c) winds up or dissolves;
 - d) has knowingly provided any false information in this application;
 - e) uses grant funds for purposes other than those agreed upon by the Ministry;
 - f) breaches any of these terms and conditions;
 - g) breaches any of the provisions of the Human Rights Code in the operation of the Project;
 - h) commences, or has commenced against it, any proceedings in bankruptcy or is adjudged a bankrupt; or
 - i) fails to use insurance proceeds to rebuild damaged or destroyed Facilities.

9. Certification

On behalf of and with the authority of the organization, I certify that the information given on this application for a grant is true, correct and complete in every respect and that the organization agrees to abide by the above terms and conditions governing the grant. I consent to the release of information contained in this application and in any reports submitted under these terms and conditions, all pursuant to section 17(2) of the Freedom of Information and Protection of Privacy Act, 1987, and agree that the information contained herein can be used for the assessment of grant eligibility and for statistical reporting. I also confirm on behalf of and with the authority of the organization that the organization accepts sole responsibility for all costs related to this project.

Authorized Official

Name (print)	Position or title	Signature	Date
Corporate Seal or Witness (print)		Signature of Witness	Date

Where required, the grant shall be repaid by cheque payable to the Minister of Finance and mailed to the appropriate Ministry office. The Ministry reserves the right to demand interest on any amount owing by the Recipient to the Ministry at the then current interest rate charged by the Province of Ontario on accounts receivable.

Note: Section 26(2) of the Human Rights Code deems it a condition of this grant that no right under section 5 (employment) of the Human Rights Code will be infringed in the course of carrying out the purposes of the grant.

9. Limitation of Liability, Indemnification and Insurance

The Recipient agrees that the Ministry shall not be liable for any incidental, indirect, special or consequential damages, injury or any loss of use, revenue or profit of the Recipient arising out of or in any way related to the Project.

The Recipient agrees that it shall indemnify the Ministry, its employees and agents, against all costs incurred as a result of a claim or proceeding related to the Project or grant, unless it was caused by the negligence or wilful act of an employee of the Ministry.

The Recipient shall maintain comprehensive general liability insurance of at least \$1,000,000.00 per occurrence for bodily injury (including personal injury), death, and damage to property including loss of use thereof, and automobile liability insurance. If requested by the Ministry, the Recipient shall provide satisfactory proof of such insurance. The Recipient shall provide notice to the Ministry immediately upon change or cancellation of the insurance.

10. Canadian Content; Tendering Process

Supplies, equipment and services must be acquired through a competitive process that ensures the best value for the funds expended. For goods and services relating to the Project, the Recipient shall conduct a process of competitive pricing or tendering consisting of one quote for both goods and services up to \$14,999.99 and at least three written quotes for both goods and services over \$15,000.00. In the evaluation of tenders, the Recipient shall give an allowance of up to 10% on the price of the tender bid for Canadian content and shall select the goods or services or both which represent the best value.

11. Disposal of Assets

For assets purchased either in whole or in part with Ministry funds the cost of which exceeds \$5,000.00, the Recipient shall not sell, lease or otherwise dispose of those assets without the prior written consent of the Ministry. This provision survives the termination or expiration of these terms and conditions.

12. Accounting

The Recipient shall keep and maintain all records, invoices and other documents relating to the Project or grant in a manner consistent with generally accepted accounting principles and clerical practices, and shall maintain such records for a period of three years following the completion of all reporting requirements referred to in paragraph 7. The Ministry reserves the right to request audited financial statements relating to the Project or grant. The Recipient authorizes the Ministry and its agents at all reasonable times to inspect and copy any records, invoices and other documents in the possession or under the control of the Recipient that relate to the Project or grant. The right of inspection under this paragraph includes the right to perform a full or partial audit.

13. Disposal of Records

The Recipient shall not dispose of any records, invoices and other documents relating to the Project or grant without the prior written consent of the Ministry.

14. Additional Terms

The Ministry shall be entitled to impose such additional terms and conditions in its sole discretion as it deems necessary and shall be entitled to impose such terms and conditions on any consent granted pursuant to this application as it deems necessary.

15. Assignment of Grant

Neither the Applicant nor the Recipient shall assign this application or grant respectively without the prior written consent of the Ministry.

16. Installments

The grant may be paid in installments determined by the Minister based on the progress of the Project.

17. Safety

All Projects funded by the Ministry shall be conducted so as to create a safe environment for the participants of the sports. Specific safety requirements may become conditions of Ministry grants, as determined by the Minister from time to time.



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